



BOARD AGENDA ITEM:

3.1–Regular Meeting Minutes

DATE:

December 13, 2016

**REGULAR MEETING MINUTES
Tuesday, November 8, 2016
The Dalles Campus– Board Room**

ATTENDANCE:

Board of Education:

Charlotte Arnold
Stu Watson
Dr. Ernie Keller
Dr. James Willcox

Staff and Representatives:

Rick Leibowitz
Bill Bohn
Lori Ufford
Eric Studebaker

Dr. Frank Toda
Tiffany Prince
Steph Hoppe
Lisa Deswert

1.0 CALL REGULAR MEETING TO ORDER

Charlotte Arnold called the meeting to order at 6:01 pm.

2.0 WELCOME AND INTRODUCTIONS

- Chair Arnold welcomed all guests and CGCC Foundation Board Members to the Annual Joint meeting with the two Boards.

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes – October 4, 2016

MOTION #1 – APPROVED

Director Watson moved to **approve the September Board of Education Meeting Minutes**. Dr. Keller seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT

No comments were given.

5.0 FOUNDATION UPDATE

Stephanie Hoppe, Foundation Manager, started her yearly presentation with introductions of all the Foundation Board Members that had joined her for the annual joint CGCC Board of Education and Foundation Board meeting. Stephanie passed out her presentation slides and recapped the Foundation mission and purpose. The Foundation worked on drafting and finalizing a Strategic Plan that similarly aligned with the college's – Juanita Neitling shared those strategic goals and they were discussed with the Board of Education. Another Foundation member, John Brunk, spoke before the Board about the financial overview and year-end financial information of the Foundation. Student Karla Ramirez Samperio shared her story about the impact that the Foundation and how receiving their scholarships helped

aid in her pursuit of a college degree. To close Stephanie listed some events and other ways to give and help support the Foundation endowment fund.

6.0 REPORT ITEMS

6.1 Student Services

Eric Studebaker, Chief Student Services Officer, provided several updates to the Board regarding the enrollment figures from our Oregon Promise students and gave an update on the First Year Experience Grant and Student Success Workshop. Eric described about an online orientation that would be mandatory to all students which would change the face to face orientation that CGCC is currently utilizing. He also described a “flipped classroom” concept and the ongoing work of a student lifecycle communication plan.

6.2 Monthly Financial Update

Rick Leibowitz presented the Columbia Gorge Community College financial overview as of October 31, 2016. We are four months or 33% of the way through the year and revenue is 8% higher than this time last year. Rick further reviewed the revenue and expenditures of the general fund with the Board. A brief question came from the Board regarding concern by overloading Rick and how to manage that. Rick explained his confidence in taking on this part time position and his teamwork with Lisa Deswert and the rest of the business office at CGCC.

6.3 Operations Update

Dr. Frank Toda briefed the Board about professor Kenneth Leibham’s passing further adding that a written narrative would be sent out to the entire CGCC community. Dr. Toda also shared perspective of data integrity statewide and at the college level and the hopes that the data summit at CGCC could provide some improvement. In terms of campus safety and security he expressed that those matters are still areas of focus for the college, sharing a Wasco community table top activity had just taken place.

6.4 Presidential Goals Update

President, Frank Toda, gave details about the Executive Leadership Team’s work on the formatting for the goals report. Dr. Toda mentioned that Dr. Studebaker had given many details about the work towards goal 1 and went over goal 2 in regards to reinventing instruction and moving the college forward in retention and success. For goal 3 he elaborated that a job offer had been presented to an applicant for the Community Outreach position and that positions focus will be on Title III and rebuilding relationships in the CGCC communities.

6.5 Director’s Reports

Directors each shared the variety of commitments they have community wide and their individual contribution of spreading college awareness and community outreach as a representative of the college.

6.6 Other

Chair Arnold presented the OCCA Board Recognition awards to Charleen Cobb and Dr. James Willcox for their years of service on the CGCC Board of Education.

7.0 BUSINESS ITEMS

7.1 Q1 Supplemental Budget

Lisa Deswert, Controller, explained that this Quarter One supplemental budget is the first supplemental budget that has been presented to the Board of Education for the year. Periodically changes in revenue or operating conditions will require appropriation adjustments. This request for adjustments and appropriations are necessary to reflect changes in operating conditions.

MOTION #2 – APPROVED

Dr. Keller moved to **approve, adopt, and appropriate the budget for Grant Fund 105, Special Revenue Fund, but adjusting budgeted resources by increasing Beginning Fund Balance by \$140,682, Revenue by %34,473, and adjusting budgeted requirements by increasing Personnel appropriations by \$94,241 and increasing Materials and Services appropriations by \$80,914 for fiscal year ending June 30, 2017.** Director Watson seconded. Motion passed unanimously.

7.2 Other

8.0 CRITICAL DATES

Dr. Toda reviewed the critical dates with the Board.

9.0 EXECUTIVE SESSION – none scheduled

10.0 ADJOURN

The meeting was adjourned at 7:48 pm.

As recorded by Tiffany Prince,
Administrative Assistant to the President and Board of Education